

# Small Theatre Digital Conversion Grants Checklist SFY15

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The following is a list of items needed for all applications in order for them to be complete. Any incomplete applications will not be considered for this grant.

	Item
	Arts and Cultural Heritage Fund Competitive Small Theatre Grants Cover Sheet competed and signed by all applicable parties
	The Project Description Form as “Exhibit A” fully completed (Word document)
	Proposed Work Plan and Budget Worksheet as “Exhibit B” fully completed (Excel document)
	Affidavit of non-collusion form as “Exhibit C” fully completed (Word document)
	An internal financial statement, an IRS Form 990, or a certified financial audit, per Office of Grants Management Policy 08-06, <a href="#">grants_policy_08-06.pdf</a>
	Documentation demonstrating 65% match requirement, which includes: <ol style="list-style-type: none"><li>1. A letter from the theatre owner or executive director stating the amount and verifying the amount is currently available to be used as match</li><li>2. Your organization’s most recent one month’s bank statement verifying the dollar amount and verifying the amount is currently available .</li></ol>